11 April 1975

MEMORANDUM FOR: Chief, Policy and Plans Group

SUBJECT   : A&TD Monthly Report Submission -
                 March 1975

PERSONNEL BRANCH

1. Negotiations with PMCD were finally concluded and it appears we can now close the book on the survey which originally began in late 1973. We are especially pleased that we were able to resolve such items as the clerical upgradings and the request for five additional GS-14 positions for the Office.

2. Vacancy notices were prepared and published on 8 professional and 4 clerical positions during the month. We received 35 professional and 2 clerical responses to these notices.

3. The DDA Personnel Handbook has been sent to the printers for publication and the OS Personnel Branch is busy preparing the supplemental portion which Security will incorporate into the DDA Handbook. The purpose of the supplement is to expand upon the more general policy contained in the handbook and, as required by the handbook, publish Office policy for all employees where this has not previously been done.

STATINTL

4. ███████████████████ was officially picked up on Security rolls this month from the Career Trainee Program, although he has been assigned to the Office since August 1974. In addition, 8 clerical employees were EOD'd last month.

5. The Professional Selection Panel held three meetings last month and has now reviewed over 140 files and interviewed something over 20 candidates. This includes 74 blacks, 4 Spanish-speaking and 21 females.

BUDGET & FISCAL BRANCH

1. The OS FY 1975 Procurement Plan was amended 23 March 1975 by adding two items covering receivers and digital display processors as a result of reprogramming approved by the Comptroller.

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2. █████████ departed PCS for Saigon 22 March 1975. █████████ █████ has been assigned temporarily to the B&F Branch pending assignment of an overseas returnee next Fall.

3. Initial computer input of the FY 1977 Program material was accomplished 28 and 29 March 1975. B&F Branch personnel are now responsible for such inputs which required processing of 128 menus for this exercise.

4. Chief, B&F Branch was interviewed 12 March 1975 by Tim Hardy of the Rockefeller Commission.

TRAINING BRANCH

1. A survey conducted by Training Branch indicates that some cleared personnel with access to Agency buildings, such as GSA employees, FPO, WAE personnel, GSI employees,etc., do not receive the regular EOD security indoctrination briefings. Training Branch has suggested a plan to provide these briefings for personnel already on board and for newly assigned employees.

GENERAL

1. The Division assisted in the analysis of several redrafts of the DD/A Personnel Handbook.

2. The legislative restriction on travel during the second half of FY 1975 was repealed and, although the funds were not restored to the Office of Security budget, we are permitted to reprogram other funds to meet travel requirements.

3. In response to a request from DD/A, a memorandum was forwarded identifying five positions to meet possible personnel reductions in FY 1976, listing the numbers of OS careerists detailed to other Agency components, and identifying new ceiling requirements for FY 1976.

4. The Logistics and General Support career services reported that most of their overseas positions have now been filled for next summer, and it was unlikely that additional opportunities would arise for Security careerists in the immediate future.

5. A follow-up system was established to insure that Letters of Instruction were received in the Personnel Branch within 45 days after an employee is reassigned.

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6. ████████████ reported as Chief, Logistics Branch on 31   STATINTL
March.

7. A new GS-15 Security position was approved on the DCI Staff.
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8. DD/S&T/SMS agreed that a GS-13 Security careerist should
replace one of their contract employees who will resign ████████
in April.
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Chief, Administration and
Training Division